

Is there a minimum job value required?

No, there is no minimum job value required.

What are the fees for these permits?

The permit cost is \$39.00 per permit.

(This does not include any possible notary fees or Notice of Commencements we may file for you.)

What if my permit expires?

If the permit has been activated it must be renewed at full price.

If it has not been activated within 6 months from issue date, it will become null and void and can no longer be used.

Do I need a Zoning Clearance?

If the job is located in the City of Clermont, Montverde or Umatilla, an original zoning clearance is required. A faxed copy will not be accepted.

When can we start working on the jobsite?

After your permit has been activated.

The Building Division will fax back a copy of the Building application with confirmation that the permit has been activated. Please make sure that the Building Division has your correct fax number.

If work begins prior to activation of CB permit, that CB permit will become null and void, and the applicant will have to apply for a new after-the-fact permit which will be double feed at full price.

When do I need a Notice of Commencement?

You will be required to file a Notice of Commencement if the job value is more than \$2500 or, more than \$5000.00 for mechanical work (if repair or replacement).

You must file your Notice of Commencement at the Recording Office, or at the Building Division when applying for your permit.

The Notice of Commencement must be signed by the owner of the property and notarized. We will be happy to notarize your Notice of Commencement for a fee of \$1.00 at the Building Division. You will need to have a valid Driver's License, passport, or Florida ID card present for ID in order for us to notarize your signature.

**Who do I call?**

You can call our offices and speak to a permitting specialist to make your request.

Where do I call?

You can call one of the following numbers:

Tavares Office

Phone (352) 343-9653

Fax (352) 343-9661

Clermont Office

Phone (352) 394-5962

Fax (352) 394-0197

IMPORTANT

If a CB permit is faxed over to be activated and it is located in the city limits of a city that we do not permit, that permit becomes null and void.

05/2006



DEPARTMENT OF GROWTH MANAGEMENT
BUILDING DIVISION

WHAT ARE CONVENIENCE BLOCK PERMITS?

Reach Us On The Web
www.lakegovernment.com

Tavares Office

315 West Main St.
Tavares, FL 32778

Phone (352) 343-9653
Fax (352) 343-9661

Clermont Office

685-B West Montrose St.
Clermont, FL 34711

Phone (352) 394-5962
Fax (352) 394-0197

What Are Convenience Block Permits?

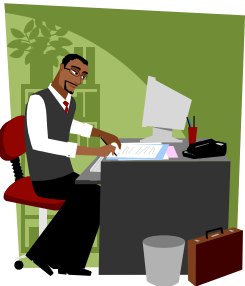
Convenience Block Permits (CB Permits) are a method by which a contractor may obtain up to 10 permits of the same type at one time without the permits being attached to a specific owner and site address. The owner's names and the job addresses are required later when the permit is activated. At that time they become active site specific permits.

1) Applying for your permits

2) Picking up your permits

3) Activating your permits

4) Calling for Finals



Applying

You may call the Building Division, Tavares Office 352-343-9653 or Clermont Office 352-394-5962 and request a block of 10 permits with the following information:

1. Contractor's name.
2. Contractor's license number.
3. Proposed work.
4. Contact name and phone number for notification of permit readiness.
5. Whether or not you will need us to notarize the application.

Picking-Up

When picking up your CB permits you must have the following:

1. Original completed applications to include the current date,
2. Proposed work,
3. Contractor's name, phone number and address.
4. Contractor's notarized signature.
5. Applicable fees.

If the application is signed and notarized by the contractor then anyone can pick up the permit otherwise a Power of Attorney will be required.

Activating

PRIOR to the start of any job, you **MUST** fax the following information to one of our offices:

1. The front of the application with the permit number, customer's name, phone number, job address, job value, existing site development (SFR or MH), and detailed directions to the job site.
2. Copy of the Contract with permit number written on it.
3. Tax Receipt or Recorded Warranty Deed with permit number written on it.
4. Copy of yellow hard card (inspection record) with the job address written on it.
5. Copy of plans for irrigation, solar panels, fire sprinklers, fire alarms and screen "fill ins".
6. If work is being performed in a MH or RV park, we need written permission from park management on the park's letterhead.

What different permit types can be "CB" permits?

Each set of CB permits must be for the same permit type. Each set must be for either a Mobile Home or SFR with a few exceptions. Please check with the Building Division.

Doors

Replacement doors, size for size.

Cable Distribution Box

Electrical Upgrades

Low Voltage

Need to specify what type of low voltage. Must apply for 10 of the same type.

Fire Sprinklers

Relocation or addition of 10 sprinkler heads or less-ONLY.

Fire Alarms

Relocation or addition of 10 devices or less-ONLY.

Irrigation Sprinklers

Mechanical Changeouts

Reroofs

Screen "Fill Ins"

Existing residential conventional roof with slab to single family residence's only.

Soffit & Fascia

Solar Panels

Vinyl or Acrylic Windows

In existing screen/florida/porch rooms.

Vinyl Siding

Windows

Replacement windows, size for size.